

2 March 1978

SUBJECT: Recommendations for Increasing MAG-Employee  
Communication

*The DCI MAG has formed an Employee Liaison Working Group to improve communications channels between MAG and Agency employees. The goals of this effort, recommended means for achieving these goals and potential problems are outlined below.*

#### GOALS

1. To increase MAG's visibility among the employees. Increased visibility, and an increase in employees' understanding of MAG functions, would stimulate suggestions from the employees for useful projects, and it should help to identify employees who have the knowledge and motivation to assist in the implementation of these projects.

2. To increase MAG's ability to contribute to management decisions. At times, MAG is tasked to provide its own best judgment on subjects of interest to management. At other times, it is expected to reflect general employee concerns, attitudes and judgments. In order to better perform the latter function, MAG needs more systematic means of communicating with the employees.

#### MEANS TO ACHIEVE GOALS

##### 3. Communication to Employees

a. We recommend dissemination of an aperiodic MAG Newsletter. The Newsletter will be used to disseminate names of MAG members, invite suggestions on topics of current interest to MAG, solicit ideas for new projects, and report on selected MAG activities and recommendations. (Note: Many MAG activities are undertaken in response to tasking from management. In order to ensure the confidentiality of the MAG-management relationship, such subjects will not be mentioned in the Newsletter without prior management approval. (The Executive Secretary, Mr. Evans, will be the point of coordination for the Newsletter.)

b. It is recommended that copies of selected MAG reports be made available in a reading file in the library. Availability of these reports will be announced in the Newsletter.

4. Communication from Employees

a. To stimulate communication, it is recommended that names of MAG members be posted on Agency bulletin boards. (Only first names and phone extension of those under cover.)

b. It is recommended that a mail routing designation be established for MAG in order that employee suggestions may be securely and confidentially forwarded to MAG.

c. We believe there is a need for automated procedures for sampling and surveying employee views more quickly and efficiently than is possible at present. We are examining this now and will make a separate recommendation on this subject.

POTENTIAL PROBLEMS AND QUESTIONS

5. Confidentiality of the MAG-Management Relationship. Management can now consult with MAG on confidential proposals that it does not yet want broadly discussed among the employees. We would not want to do anything to undermine that confidential relationship. The safeguards built into the above recommendations will ensure a continuation of this confidentiality while improving MAG-employee communication.

6. Relationship with Employees. Increased visibility of MAG and increased reporting to the employees on MAG activities will probably stimulate employees to take increased interest in making an input to MAG recommendations. We welcome this, as the feedback to MAG about employee interests and concerns will improve MAG's utility to management. At the same time, we appreciate that MAG only reflects rather than represents employee concerns; we are not elected representatives accountable to an employee constituency. MAG has no intention of moving in the direction of an employee union or grievance organization.

7. Relationship with other MAGs. In order to avoid unnecessary duplication of effort, the MAG Newsletter would be open to contributions from the Directorate MAGs. Other procedures such as routing indicator, posting of names of MAG members on bulletin board, and setting up reading file in the library would also be open to coordination with the Directorate MAGs.

8. Workload. The workload seems manageable. The Newsletter would be written only when there is something to say. We will not be striving for any prescribed periodicity or set length. Clerical support can be handled as at present, either by the Executive Secretariat or by co-opting our own secretaries.



Chief, Employee Liaison Working Group  
DCI MAG

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**EXECUTIVE SECRETARIAT**

**Routing Slip**

Executive Secretary  
 78-719/1

TO:		ACTION	INFO	DATE	INITIAL
1	DDS&T		X		
2	D/NFAC		X		
3	DDA		X		
4	DDO		X		
5	GC		X		
6	LC		X		
7	IG		X		
8	Compt		X		
9	A/DCI/PA		X		
10			X		
11	Ch/MAG		X		
12					
SUSPENSE		Date			

Remarks: The DCI has approved the attached and I will consult the DDA re publication or distribution of any forthcoming Newsletter.

Executive Secretary